

Business Leadership

Fall 2020

COMMUNICATION & TEAM DEVELOPMENT

Leadership Communication Boot Camp

As a supervisor or manager, you invest at least a third of your day communicating, so it's no wonder that 40% or more of your overall success is determined by your communication skills. This workshop helps guarantee your long-term success by developing this critical skill. You will...

- Recognize and demolish the 21 barriers to successful communication
- Internalize a practical model of effective communication
- Learn and practice a listening process that captures the whole message and prevents embarrassing and costly misunderstandings
- Employ "positive language" to enlighten, engage and influence anyone
- Pull it all together to create and leverage rapport and credibility

This workshop is designed for both new and seasoned leaders. A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Aug. 27. NOTE: Class is live-streamed from Lincoln.

Keyword: Leadership

Sept. 3	Th	8:30 a.m.-4:30 p.m.	\$229
Beatrice, KEN, 103	Dechant	BSAD-7330-BEFA	

MANAGING PEOPLE & PROJECTS

Almost Painless: Change Management

New technologies and the globalization of markets and competition are creating more business opportunities, and hazards, than ever before. In response, firms large and small (perhaps yours among them) have labored mightily to transform themselves into better competitors by fundamentally changing the way they do business. Sadly, to date, 70 percent of these change initiatives have failed! As a manager, you're expected to plan and drive the change needed to ensure your organization's long-term survival. This fast-paced, interactive, one-day workshop has been designed to help you hone the knowledge, skills and attitudes you'll need to meet this responsibility.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Oct. 29. Class is live-streamed from Lincoln.

Keyword: Painless

Nov. 5	Th	8:30 a.m.-4:30 p.m.	Dechant	\$229
Beatrice, KEN, 103		BSAD-7114-BEFA		
LIVE Online, Zoom		BSAD-7114-TCFA		

Location Key

Beatrice, KEN Southeast Community College, Beatrice Campus
Kennedy Center, 4771 W. Scott Road

Finding Peace: Managing & Resolving Conflict

Constructive conflict can increase performance, but destructive conflict can destroy productivity and morale. In this program participants learn how to recognize different types of conflict and how to resolve them before they become destructive. This program will explore five modes people use in dealing with conflict and how to determine when each mode is most appropriate/least appropriate. Participants will learn and practice a six-step collaborative process for resolving conflict.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Nov. 12.

Keyword: Managing

Nov. 19	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	SKILZ GROUP	BSAD-3004-TCFA	

Your Role as a Supervisor

Supervisors are a critical link to enhancing the productivity and performance of the whole team. Understanding what it means to supervise will help you develop the skills to succeed. This program builds skills and confidence by providing supervisors with specific tools and techniques to implement in "the real world" and time to develop a specific action plan.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Oct. 22. Class is live-streamed from Lincoln.

Keyword: Supervisor

Oct. 29	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant	BSAD-7158-TCFA	



For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home. Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.

Have an idea for a class that could be offered live online? Please submit your idea at <https://bit.ly/scceonlinecourses>.

For more information, contact us at 800-828-0072 or continuinged@southeast.edu

Check out all classes offered at www.southeast.edu/BeatriceCE
Find us on Facebook® at www.facebook.com/scbeatricece

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)
Key Word Example: *Driver*
Course Number Example: *TRAN-3398*
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
5. *Optional*: Enter your **Additional Registration Information** and click **Submit**.
6. If you want to register for additional classes, select **Search for more classes** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.
7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. You also will receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.



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www.southeast.edu/continuing

* The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.